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## **PART 5313—SIMPLIFIED ACQUISITION PROCEDURES**

### **SUBPART 5313.1—GENERAL**

#### **5313.104 Procedures.**

##### **5313.104-90 Surveillance of decentralized activities.**

Unless a specific surveillance program established under another regulation requires otherwise, the local contracting office shall conduct an annual inspection of decentralized purchasing operations that it has authorized pursuant to 5301.690. This inspection will evaluate the purchasing activities of individuals exercising decentralized purchasing authority. If a decentralized purchasing operation in an inspected functional area demonstrates a high level of proficiency and effectiveness, the contracting office may limit the scope of the inspection the subsequent year, provided that during the abbreviated inspection no indications of degradation in performance are discovered.

#### **5313.106 Purchases exceeding the micro-purchase threshold.**

##### **5313.106-1 Soliciting competition, evaluation of quotes, and award.**

(a)(4) When the requiring activity specifies only one source is to be solicited and the estimated value of the purchase is between the micro-purchase threshold and the simplified acquisition threshold, the contracting officer shall obtain from the requiring activity a justification containing, as appropriate, the following information:

- (i) A brief nontechnical description of the supplies/services to be acquired;
- (ii) A clear, concise statement of the facts justifying the award of a sole source contract. For example:
  - (A) If the justification is urgency, then the time constraint and the reason why only one contractor can meet the requirement shall be explained; and/or
  - (B) If the justification is the unique capabilities possessed by only one contractor, then state the reasons why no other contractor has or can obtain these capabilities and why these capabilities are essential for contract performance;
- (iii) A statement that the proposed sole source is the only known source that can satisfy the Government's requirement. However, statements such as "No other sources are considered qualified" shall not be considered a basis for sole source justification; and
- (iv) A statement of actions to be taken by the requiring activity to preclude the necessity for future sole source acquisition of the same supplies/services (e.g., conducting a market survey to determine potential future sources).

A separate sole source justification is not required, provided screening has been accomplished and documented in accordance with the DOD Spare Parts Breakout Program (DFARS Appendix E). The contracting officer, and not the requiring activity, is the final authority for determining the adequacy of any sole source justification before contract placement.

##### **5313.106-90 Abstract of proposals/quotations.**

AF Form 3062, Abstract of Proposals/Quotations, may be used to record quotations.

### **SUBPART 5313.2—BLANKET PURCHASE AGREEMENTS**

#### **5313.203 Establishment of Blanket Purchase Agreements.**

##### **5313.203-1 General.**

(j)(l) *Description of agreement.* When the Blanket Purchase Agreement (BPA) is limited to specific items on a price list, include a statement that the supplier shall furnish firm price lists periodically as required by the contracting officer.

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**5313.204-90 Purchases under Blanket Purchase Agreements.**

(a) The accounting and finance offices (AFOs) must have evidence of an obligation, a valid receiving report, and a proper invoice before paying for purchases under BPAs.

(b) Evidence of obligation of computer generated requirements is provided by the automated system to the AFO. Evidence of obligation for medical supplies is similarly provided to the AFO in computer detail listings. Obligations under decentralized commissary prepriced BPAs are recorded at time of item receipt.

(c) For payment under services BPAs or other BPAs not covered by paragraph (2) above, the contracting office shall furnish the AFO written evidence of the actual obligation (call) using informal correspondence. The BPA register, or annotated DD Forms 250, 1348-1, or 1155 may be used. When calls are canceled for these BPAs, the contracting officer shall notify the AFO in writing.

(d) Contracting officers shall provide BPA registers to the AFO at the end of each monthly report processing cycle to aid in quarterly reconciliation of accounts. Registers shall contain data as requested by AFO, except that system developed registers shall not be altered to add additional data.

**5313.290 Prepriced BPAs.**

(a) The contracting officer may delegate authority to place calls against prepriced BPAs to requiring activities. Such activities are responsible to and shall follow directions from the contracting officer who authorized the placement of calls.

(b) The contracting officer shall establish firm unit prices or obtain price lists from each BPA holder. After determining that prices are fair and reasonable, the contracting officer shall date, sign, and mark the list "Approved. This list supersedes all prior lists effective this date." The contracting officer shall send copies to the BPA holder and each activity authorized to use the BPA. The contracting officer shall retain the list in the BPA file for at least six months after the final payment against it. Calls may only be placed against current approved price lists.

(c) Requiring activities shall not negotiate or solicit prices. Requests for items not on a price list shall be submitted to the contracting officer for separate contract action or addition to an existing price list. Requiring activities shall maintain records of calls to document expenditure of funds and to prepare acquisition reports. BPA holders shall refer any problems to the contracting officer for necessary action.

**SUBPART 5313.4—IMPREST FUND****5313.401 General.**

The base contracting officer at the office responsible for contract support of the unit to which the imprest fund cashier is assigned shall exercise direction, control, and oversight of purchases using imprest funds. At isolated activities and deployed organizations, under emergency conditions, this responsibility may be delegated to the senior ranking officer for the isolated activity or deployed unit.

**5313.402 Agency responsibilities.**

(c)(1) The contracting office shall forward requests for appointment through the disbursing office to the installation commander for approval. The base contracting officer shall ensure that imprest fund cashiers are given sufficient purchasing training to accomplish their duties.

**5313.404 Procedures.****5313.404-90 C.O.D. orders.**

(a) C.O.D orders placed without soliciting quotations shall include the following:

- (1) An endorsement on the order stating, "Payment to be made from Imprest Fund.";
- (2) A statement that shipment can be made only if:
  - (i) The item strictly conforms to the purchase description;

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(ii) The total price of the item does not exceed the ceiling price stated in the order; and

(iii) Delivery can be made C.O.D. within 60 days from the date of order;

and

(3) The order instructs the contractor to withhold shipment if all the foregoing conditions cannot be met and requests the contractor to advise of nonshipment and any counter offer concerning substitute item, price, or delivery date.

(b) For reporting purposes, only actual prices paid for the item shall be reported. When the order is placed, the ceiling price shall be entered by pencil on an appropriate control register. Bases preparing manual reports shall use the registers prescribed in AFM 70-333.

**SUBPART 5313.5—PURCHASE ORDERS**

**5313.502 Unpriced purchase orders.**

The procedures in FAR 13.502 with respect to undefinitized purchase orders, also apply to undefinitized delivery orders placed against GSA contracts having time-and-materials or labor-hour type characteristics except that dollar limitations shall be in accordance with the GSA contract. However, this type of order shall be reported as a delivery order. See 5317.74 for policy and procedures pertaining to undefinitized contractual actions.

**5313.503 Obtaining contractor acceptance and modifying purchase orders.**

When the purchase order does not authorize any variation in quantity and there is a shortage on final shipment which will not impair the operation of the base, a formal modification to the purchase order is not required (AFR 177-102, paragraph 14-4).

**5313.590 Delivery orders.**

(a) The contracting officer has responsibility for scheduling deliveries under prepriced contract actions, when using the DD Form 1155 as a delivery order under indefinite-delivery contracts. However, to provide for efficient ordering of supplies and services, the contracting officer may issue blanket delivery orders that delegate the scheduling of deliveries to specific requiring activities. The blanket delivery order may not be issued for periods that exceed availability of funds.

(b) The contracting officer shall:

(1) Identify to the contractor all persons who are authorized to schedule deliveries and the dollar limitation per call for each person; and

(2) Ensure that the designated dollar limitations are not exceeded for calls or orders under these prepriced agreements.

**SUBPART 5313.90—BASE CONTRACTING ADMINISTRATION OF SIMPLIFIED ACQUISITIONS**

**5313.9001 Follow-up.**

(a) AFM 70-332 prescribes the follow-up system applicable to requirements processed from automated customers. Activities requesting the supplies or services are responsible for notifying the contracting office when the supplies or services have not been received by 1300 hours of the sixth day following the scheduled delivery date.

(b) Upon notification of an apparently delinquent order, the contracting officer or a representative shall review the file and take positive follow-up action. Follow-up shall be done either verbally or by follow-up documents produced by the automated system. All follow-up action shall be documented in the order file.

(c) If after the follow-up action, the contractor fails to make delivery or cure the delinquency and has not justified the delay, the contracting officer shall take appropriate action to cancel the order if in the Government's best interests.

**5313.9002 Corrections of administrative errors.**

(a) AFR 177-102, paragraph 14-3b, authorizes accounting and finance offices (AFOs) to correct certain obvious preparation errors to purchase orders, delivery orders, blanket purchase agreement calls, and modifications to the previous docu-

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ments, without a formal modification. AFR 177-102 shall not be used as an authority to make adjustments requiring the preparation of formal modifications to existing contracting instruments.

(b) AFOs shall obtain the concurrence of the cognizant contracting officer before making any correction. Verbal concurrence is acceptable. The contracting officer is responsible for ensuring that corrections are made on all documents distributed outside the AFO.

(c) Correction of administrative errors is limited to the following:

- (1) Extension errors (not errors in unit price or quantity) in the schedule may be corrected;
- (2) Typographical or other administrative errors may be corrected if such correction does not change the terms or conditions of the order and does not require acceptance by the vendor; and
- (3) Errors in subsidiary accounting classifications may be corrected, except that a formal modification is required when the AFO designated to make payment is not the local AFO administering the funds.

(d) When errors are discovered in purchase orders, delivery orders, or BPA calls prior to distribution of the document, contracting officers may make pen and ink correction as follows:

- (1) Line through the information to be changed;
- (2) Write in the correct information;
- (3) Initial the change; and
- (4) If the change involves a change to the total amount of the order, write the following statement in block 19 of the DD Form 1155: “The total amount of this order is *[insert amount]*.” and sign full signature immediately after the statement. This signature requirement is in addition to the signature required in block 24. Both signatures must be made by the same contracting officer.

### **SUBPART 5313.91— SIMPLIFIED ACQUISITION PROCEDURES FOR MAINTENANCE AND CONSTRUCTION SERVICES**

#### **5313.9100 Scope of subpart.**

This subpart prescribes simplified acquisition procedures to be used in contracting for maintenance and construction services relating to inoperative equipment and facilities.

#### **5313.9101 Procedures.**

After selection of a source, the contracting officer shall issue an unpriced purchase order in accordance with FAR 13.502. The purchase order shall include:

- (1) A statement instructing the vendor to immediately contact the contracting officer if the cost exceeds the amount established by the purchase order; and
- (2) Instructions that each invoice shall contain an itemized list of all replacement parts, their cost, and the labor to repair and place the item in a serviceable condition.

#### **5313.9102 Alternatives.**

The contracting method described in this subpart does not preclude the use of other methods provided they have been used successfully in the past and the time expended in obtaining a teardown and quote price from a vendor generally did not exceed ten days from the date the vendor picked up the item.